



SECURITY BENEFIT FUND

OF THE

UNIFORMED FIREFIGHTERS ASSOCIATION

OF GREATER NEW YORK • LOCAL 94 I.A.F.F. AFL-CIO
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Web Address: www.ufanyc.org SBF/Beneficiary Enrollment Form Submission: www.ufanycbenefits.org Email: SBFStaff@ufanyc.org

NEW ADDRESS CHECKLIST (ACTIVE & RETIRED)

1. **ACTIVE MEMBERS:** Go to the NYCAPS/Employee Self Service Website to update your mailing address and contact information www.nyc.gov/ess.

RETIREES: Must fill out a Health Benefit Application or ERB Form (**CLICK HERE for the Health Benefit Application**) form (or <https://www1.nyc.gov/assets/olr/downloads/pdf/health/health-benefits-application.pdf>) SPECIFYING THE NEW ADDRESS, and **SUBMIT it to the NYC Office of Labor Relations** (OLR) using the OLR “LeapFile” Website, which is <https://nycemployeebenefits.leapfile.net>.

DURING COVID, YOUR BEST / MOST RELIABLE OPTION IS TO USE THE LEAPFILE ABOVE.

Alternatively, you may print and fill out/sign a copy of the OLR Change of Address Form (which can be found at <https://www1.nyc.gov/assets/olr/downloads/pdf/health/retiree-change-of-address-form.pdf>) And mail it to NYC OLR – HEALTH BENEFITS, 22 CORTLANDT ST FL 12, NY, NY 10007-3120 Or Fax it to 212-306-7373 (Make sure you request a transmission receipt showing the faxes went through.) Scan/email it to OLR at healthbenefits@olr.nyc.gov and NYCRetireesHBP@emblemhealth.com. Or mail it to NYC OLR – HEALTH BENEFITS, 22 CORTLANDT ST FL 12, NY, NY 10007-3120 **MAKE SURE to keep copies for your records, and send via USPS Certified Mail, Return Receipt.**

To check if the change has been made, the easiest way is to wait a few days (at **least** a week), then call your medical insurance and see what address they have for you. The number for GHI / EmblemHealth is 212-501-4444. If/when you call them, they still have the wrong address, resubmit the information as mentioned in this section.

2. **UFA/Security Benefit Fund (Optical, Prescription and Dental Benefits)**

Fill in and SUBMIT the UFA **Change of Address Form** electronically at <https://www.ufanycbenefits.org/>. Alternatively, you can print the form and then scan/email, Fax, or mail (via USPS) it to the Security Benefit Fund. (Email: sbfstaff@ufanyc.org, Fax: 212-683-0693 – mailing address is above.) Please also register as a member on the UFA Website at www.ufanyc.org.

***If you are in Dentcare and need to switch dentists, you can go to the Healthplex/Dentcare website at <http://www.healthplex.com/>, register and make the change. Alternatively, you can call (800) 468-0600 or email memberinfoUFA@healthplex.com. ADDITIONALLY, **PLEASE make sure you update your address with your individual dentist.** If the UFA/SBF/Healthplex/Dentcare has a different address on file than what your dentist has on file, it could cause a delay in payment.**

If your dependent or beneficiary status has changed (married/divorced/new child, etc.), you should also submit a beneficiary card electronically online by going to www.ufanycbenefits.org. Or, if you are submitting a hard/physical copy of the change of address form via fax/email/mail, check the box on the form that says “*My beneficiary status has also changed. Please send me a new Benefits Enrollment Card so I may update my beneficiary/ies*” (It’s directly above where you will sign the form).

3. **Catastrophic Major Medical Insurance Family Coverage**

Catastrophic Insurance is **ONLY** applicable to members who were **enrolled** with Mercer Catastrophic **PRIOR** to April 1st, 2011. To update your mailing address with your Catastrophic Insurance, you must send a letter **WITHIN 30 DAYS WITH** your old and new address, to: **MERCER** (formerly known as MARSH AFFINITY GROUP) PO BOX 10374, DES MOINES, IA 50306-0374...
PHONE 800-503-9230 or email: customerservice.service@mercer.com

4. **NYC Fire Pension Fund (FDNY Life Insurance)**

Pension: To change your address with the NYC Fire Pension Fund, or to make changes for direct deposit, please call NYC Fire Pension Fund at 929-436-0099 or 929-436-4861

If you want to update your contact information with the **FDNY Life Insurance** or the **NYC Fire Pension Fund**, call the NYC Fire Pension Fund at 929-436-4861 to request a **“Change of Address Form”** form. Once you’ve filled it out, **signed and notarized it**, mail it back to:

NYC FIRE PENSION FUND
1 BATTERY PARK PLZ STE 901
NEW YORK NY 10004-1777PHONE 929-436-4861

5. **FDNY Family Assistance Unit**

Don't forget to call FAU as well. Although they update their information with other Departments, we encourage you to call them directly. Please call their main number, (718) 999-1473.

6. **Fire Officers (Promoted Members) Uniformed Fire Officers Association - UFOA**

UFOA Members should call 212-293-9300 or email fpp@ufoa.org to update their information.

7. **Deferred Compensation Plan (DCP)**

The Deferred Compensation Plan is managed by VOYA (NYC).

DCP Change Form: <http://www1.nyc.gov/assets/olr/downloads/pdf/deferred/chngform.pdf>

Fill out and forward Enrollment/Change Form to:

CITY OF NEW YORK/OFFICE OF LABOR RELATIONS
DEFERRED COMPENSATION PLAN
Bowling Green Station, P.O. Box 93
New York, New York 10274-0093 PHONE 212-306-7760
ATTENTION: DEFERRED COMPENSATION DESK

Link for DCP Change Form: <http://www1.nyc.gov/assets/olr/downloads/pdf/deferred/chngform.pdf>

You can also email the form to NEWYRK@VOYAPLANS.com

8. If you are a member of one of the Societies (i.e., Emerald, Vulcan, Columbian, etc.), you may want to contact them as well. Give them a call!